

**Eastern Railway/Asansol Division**  
**Personnel Department**

No. ERHS/ASN/outourcing/2024

Dated 22/03/2024

**Sub: Proposal for outsourcing of work for maintenance of cleanliness, garden maintenance, security services and multi tasking staff for office work at ERHS/ASN.**

The school is inviting quotation in a sealed envelope for outsourcing of work for maintenance of cleanliness, garden maintenance, security services and multi tasking staff for office work at ERHS/ASN published at school website.

**Schedule of Quotation**

Item description			Only one rate to be quoted	Offer rate in figure	Offer rate in words
			Unit		
SI No	Nature of work	Min. no. of staff required			
1	Cleanliness of school building and premises	4 staffs (2 each in ERHS/ASN & ERHS/PS/ASN)			
2	Maintenance of Garden	02 staffs (01 each in ERHS/ASN & ERHS/PS/ASN)			
3	Security	4 staffs (2 each in ERHS/ASN & ERHS/PS/ASN providing 24 hrs security)			
4	Multi tasking staff for office work	02 staffs at ERHS/ASN			

Your quotation in sealed cover should be dropped at Quotation Box kept at the Welfare Section/Personnel Department/DRM Building/ASN by 28/03/2024 up to 14.00 hrs. The quotation will be opened at 16:00 hrs on 28/03/2024 at Asansol. The offer will be governed by the condition as laid down below:

**CONDITIONS**

1. The work should start within 30 days on the date of issuing confirmed work order.
2. The work will be inspected by HM/ERHS/ASN, the authorized representative of Sr.DPO/ASN.
3. This contract is initially for 01 (one) year and may be extended for another two (02) year after reviewing performance every year.
4. Payment will be made quarterly through A/c payee cheque but not in advance against the bill submitted by the firm (in triplicate) after satisfactory completion of the work and duly certified by HM/ERHS/ASN.
5. Penalty will be imposed if service/services are not available in a particular day or days.
6. The firm has to deposit 5% of the total as security money through bank draft in the name of Eastern Railway High School, Asansol before signing of the contract.
7. The firm must follow labour laws and minimum wage rules laid down by the Government.
8. Rates should be quoted both in figures and in words.
9. In case of dispute Eastern Railway's General Conditions of Contract shall be binding on all the firms.
10. Payment will be made on actual work done basis.
11. All documents / quotations should be signed by the authorized signatory of the firm as a token of acceptance of all the conditions
12. Railway administration reserves the right to accept or reject any quotation without assigning any reason whatsoever and the decision of the Railway authority shall be final and binding on all the firms.

Yours truly,

For Sr. Divisional Personnel Officer  
Eastern Railway, Asansol

Copy to: Sr.DFM/ASN for information and he is requested to depute one section officer to open the quotation at Asansol on 28/03/2024.

Copy to: Headmaster/ERHS/ASN for information please and to upload the notice in school website.

For Sr. Divisional Personnel Officer  
Eastern Railway Asansol